

Commercial Facility Management

WASTE MANAGEMENT PROGRAM

1. Waste Management Objectives and Procedures

The Government's waste management policy is to, (1) reduce the overall waste stream, (2) maximize the amount of material recycled and, (3) minimize the amount of waste disposed. The facility management Contractor shall provide equipment, and pay expenses, for the removal and hauling away of all waste (i.e., trash). The Government will provide equipment for placement and storage of all designated recyclables. The Government recycling vendor(s) will haul all designated recyclables from the building and transport them to a processing facility for the purpose of remanufacturing or recycling. The Contractor shall place no waste or other contaminants into the Government-provided recycling equipment. The Government will retain all proceeds from the sale of designated recyclable materials, but the Contractor may retain any savings from cost avoidance (i.e., increasing the recycling rate thereby decreasing the waste volume.)

2. Office Waste Removal

- 2.2 Equipment:** The Contractor shall provide modern state-of-the-art waste removal equipment that inhibits pest infiltration. All equipment must meet the safety requirements set by ANSI Z245.1, as well as all other applicable local and state codes and regulations.
- 2.2.1 Equipment Maintenance:** The Contractor will assure that all equipment is maintained in a sanitary condition, avoiding offensive odors and an unsightly appearance. The Government's recycling vendor is responsible for properly maintaining his/her equipment.
- 2.2.2 Rat-proofing Equipment:** The Contractor is responsible for ensuring that conditions which may contribute to rodent or vermin infestation, such as the accumulation of refuse around or under trash equipment, waste spillage, or any other unsanitary conditions are corrected by the waste hauler or recycling vendor within 48 hours of notification. All trash and garbage containers must have tight-fitting lids and doors. There will be no gaps greater than one-half inch. The Contractor will report to the COR any problems that are not corrected within 48 hours.
- 2.2.3 Damaged/Failed Equipment:** If the Contractor determines that equipment is damaged or unacceptable due to mechanical failure, sanitary, or aesthetic reasons, he/she must immediately notify the waste or recycling hauler. If the waste or recycling hauler does not correct the deficiency within 48 hours, the Contractor will notify the COR to assure compliance by the hauler.

2.3 Waste Removal Scheduling: The Contractor shall collect all waste from work stations and other areas on normal Government workdays as defined on page X-X, Occupant Work Hours. All collections must be scheduled so as to assure no disruption in the day-to-day functions of the building occupants. The Contractor will haul the waste from the premises on a schedule that will avoid container overflows or waste putrefaction. The Government and the Contractor will mutually establish a schedule for emptying of all waste containers and hauling of waste from the premises. The Contractor will notify the COR of any deviations from this schedule.

2.4 Reporting Requirements: Within 10 calendar days after the end of the month the Contractor must submit a written monthly report of the building's waste removal activity to the COR including, as a minimum, the following information:

2.4.1 Summary Report: A summary report, by building, of tonnage of waste removed and pickups accomplished.

2.4.2 Incident Report: Any unusual activity concerning the waste and recycling effort (missed pickups, equipment failure dates, etc.)

2.5 Fee Payment Responsibility: The Contractor will pay all landfill, tipping, transfer, and hauling fees as well as the equipment lease or purchase costs. The Contractor may retain all savings derived from cost avoidance; i.e., the Government will pay the same amount as agreed to in the contract if the Contractor reduces the amount of waste hauled through increased recycling.

3. Recyclables Collection

3.1 Program Administration: The Contractor will perform recycling as required by Public Law 94-580, Resource Conservation and Recovery Act of 1976, and all State or local laws.

3.2 Designated Materials: Materials which may be designated by the COR as recyclable include, but are not limited to: high grade paper (sorted white ledger and computer printout); mixed paper (colored paper, file stock, books, magazines, wet strength paper, groundwood paper, slick-coated paper, and carbonless paper); newspaper; cardboard; used beverage cans; used glass containers; scrap metals; telephone directories; plastic bottles; used printer cartridges; and non-Government small electronics. Other materials may be designated by the COR if and when viable markets are established or Government authority dictates the need.

3.3 Composting Program: If the building has a composting program, the Contractor will transport the compostables to the designated storage area, keeping the compostable

materials separate from the waste and recyclables.

3.4 Contractor Recycling Program Responsibilities:

- 3.4.1 Recyclables Collection: Pick up all recyclables from centralized containers in office space, copy rooms, print shops, public areas, or other spaces on a schedule that will prevent container overflow, odors, or pest infestation.
- 3.4.2 Recyclables Transport: Transport recyclables to the location designated by the COR, removing obvious contaminants, and place them in the storage container(s). The Contractor shall keep all recyclables separate from trash and debris.
- 3.4.3 Cardboard Baling: Bale cardboard, using either a Government- or Contractor-provided baler. If a baler is unavailable, the COR has the option of requiring the Contractor to flatten and band cardboard to pallets. Banded or tied cardboard must not overhang pallets and must be secure enough to remain intact during transport.
- 3.4.4 Compactor for Recyclables: If the recycling vendor supplies a compactor, the Contractor shall place all recyclables, except printer cartridges and small electronics, in the compactor. The Contractor shall double-bag all cans and bottles prior to placement in the compactor.
- 3.4.5 Recyclables Pickup Call: Place pick up orders directly with the Government's designated recycling vendor(s).
- 3.4.6 Recyclables Pickup Ticket: Complete provided documentation, to certify the number of containers and types and grades of materials picked up. The Contractor will forward documentation to COR and keep a photocopy for his/her records.

3.5 Recycling Containers:

- 3.5.1 Desktop and Centralized Containers: The Government will provide all desk and centralized collection containers used by Federal employees. Federal employees will deposit recyclables they collect in desktop containers into the centralized containers.
- 3.5.2 Collection Containers: The Contractor will provide carts, or other equipment acceptable to the COR, to collect and transport recyclable materials within the building.
- 3.5.3 Storage Containers: The Government's designated recycling vendor(s) will provide recyclables storage containers.

- 3.6 **Storage Area:** The Government will provide recyclable materials storage location(s). In lieu of a storage area, a dedicated outside storage container, provided by the recycling vendor, may be used for the storage of recyclable materials (see 3.4.4, above.).
- 3.7 **Sales Proceeds:** The Government will retain all proceeds from the sale of designated recyclable materials.
- 3.8 **Contractor Recycling:** In the event that the Government has no recycling vendor, the Contractor will assume responsibility, at no additional expense to the Government, for storing and hauling away all designated recyclables. Under such conditions, the Contractor will retain all proceeds from the sale of recyclable materials.

4. **Contractor's Technical Proposal**

The Contractor must detail the procedures and methods he or she will use to accomplish all phases of the trash and debris removal and recycling portions of this contract. The technical proposal must specifically address how these requirements will be met on a daily, weekly, or other cyclical basis. Additionally, the Contractor must address the following:

- 4.1 **Description of Equipment:** Describe the types and sizes of equipment (compactors, containers, carts, etc.) that will be used for waste pickup and hauling, recyclables transport, and compostables transfer.
- 4.2 **Waste Hauling and Recyclables Pickup Schedule:** Describe the estimated frequency of waste and recyclables pickup within the building, and waste removal from the premises. As recyclables collection increases the Contractor may be able to realize cost avoidance through decreased frequency of waste hauling.
- 4.3 **Maintenance of Equipment:** Describe the methods and frequencies for maintenance and cleaning of all containers, including rat-proofing and disinfecting of all waste and recycling transport containers.
- 4.4 **Method of Reporting:** Describe the cycle and method for providing the COR with the information required by the reporting requirements of this program.